Meeting Minutes 3

[REROUTE – Group 16]
Meeting Minutes
Date: [01/17/2025]
Time: [10 am]
Location: [ST 246]
Facilitator/Chairperson: [None]
Note Taker: [Andrew Pauls]

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1. Attendance

Present:

- [Cole Corbett - Developer]

- [Cam Carvalho– Developer]

- [Tristan Arana Charlebois – Developer]

- [Jordan Wallace - Developer]

- [Turner Kassie – Scrum Master]

- [Andrew Pauls – Product Owner]

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2. Agenda Overview

(List key discussion topics in order of the agenda)

1. [User Stories]

2. [Release Planning Document]

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3. Discussion & Key Points

Topic 1: [User Stories]

- **Summary:** [All members had come up with approximately 5 user stories that pertained to the area of the project they had been assigned to. Each person quickly said the user stories they had written. Approximately 20 user stories were unique, some people had overlapping user stories. Much of this meeting was just the team members all working on their laptops writing down their user stories into a pre-constructed template of a user story on the Trello board.]

- **Decisions Made:** [All users would log in to the Trello board created for the team and insert their user stories, which would be organized into a product backlog and individual sprints by Andrew and Cam following the meeting]

- **Action Items:**

  [1] - Andrew / Cam need to decide on a number of sprints, assign priorities to certain tasks and delegate

  [2] - Trello board needs to be posted, with the first sprint, to the Team chat so that team members know what is expected of them

Topic 2: [Release Planning Document]

- **Summary: W**ent over the upcoming Release Planning Document, things we needed to complete in order to have it done properly, timeline of things to be completed
- **Decisions Made: T**ravis to write the document. Trello board to be completed with Product Backlog, Sprints created by Friday night.
- **Action Items:**

  [3] - Travis to write Release Planning Doc by Sunday the 19th

  [4] - TA to be invited to next meeting

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4. Action Items & Next Steps

Action Item	Assigned To	Due Date	Status
[Task 1]	Andrew, Cam	Jan 17	pending
[Task 2]	Andrew	Jan 17	pending
[Task 3]	Travis	Jan 19	pending
[Task 4]	Travis	Jan 17	Done in meeting

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5. Additional Notes / Other Business

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6. Next Meeting Details

📅 **Date & Time:** [Jan 20, 2025 at 10:00]

📍 **Location:** [Schmon Tower 236 or via virtual link]

🎯 **Key Topics for Next Meeting:**

1. [Discussing Progress to show TA (working dashboard, Product Backlog, Sprints, User Stories]

2. [Sprint 1]

📌 **Meeting Adjourned at:** [11:30 a.m.]

✍️ **Minutes Prepared By:** [Andrew Pauls]